

Message Text

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INFO OCT-01 ISO-00 SSO-00 /031 R

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FM SECSTATE WASHDC

TO AMEMBASSY JIDDA IMMEDIATE

C O N F I D E N T I A L STATE 038882

EXDIS

E.O. 11652: GDS

TAGS: OVIP (HENRY A. KISSINGER)

SUBJECT: SECVISIT ADMINISTRATIVE ARRANGEMENTS

REF: JIDDA 947, SECTO 38

SECRETARIAT REQUIREMENTS OUTLINED STATE 34407 REMAIN
UNCHANGED. ADMINISTRATIVE ARRANGEMENTS ARE AS FOLLOWS:

1. PARTICIPATION.

SECRETARY'S PARTY ARRIVING SATURDAY, MARCH 2 ABOARD SPECIAL
MILITARY AIRCRAFT. WILL CONSIST OF AN ESTIMATED FORTY
PEOPLE, INCLUDING SUPPORT STAFF AND PRESS. FIRM ETA AND
PASSENGER LIST WILL BE SUPPLIED SEPTEL.

2. CUSTOMS, HEALTH AND IMMIGRATION.

REQUEST BULK CLEARANCE AND WAIVER OF VISAS FOR ENTIRE
PARTY AND AIRCRAFT CREWS. PASSPORT NUMBERS, PLACE AND
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DATE OF BIRTH WILL BE PROVIDED SEPTEL. PARTY HAS ALL

NECESSARY SHOTS. ASSIGN EMBASSY OFFICER TO RECEIVE PASSPORTS FROM TRIP CONTACT OFFICER AND HANDLE ENTRY/EXIT FORMALITIES. ADVISE DEPARTMENT WHEN WAIVERS ARE GRANTED.

3. SECURITY.

A. THE U.S. SECRET SERVICE IS RESPONSIBLE FOR ALL PROTECTIVE SECURITY ASPECTS OF THE SECRETARY'S VISIT. A USSS ADVANCE TEAM WILL ARRIVE AT POST FIVE TO SEVEN DAYS BEFORE THE ARRIVAL OF THE SECRETARY'S PARTY WITH DETAILED INSTRUCTIONS. THEIR ETA WILL BE THE SUBJECT OF A SEPARATE MESSAGE.

B. THE OFFICE OF SECURITY IS RESPONSIBLE FOR THE SAFEGUARDING OF ALL CLASSIFIED MATERIAL ASSOCIATED WITH THE SECRETARY'S VISIT. SY WILL PROVIDE DETAILED INSTRUCTIONS IN THIS REGARD TO THE RSO IN A SEPARATE MESSAGE.

4. ACCOMMODATIONS.

OFFICE SPACE AND STAFF

TWO CONTIGUOUS OFFICES SHOULD BE SET ASIDE IN THE CHANCERY AS NEAR TO THE COMMUNICATIONS CENTER AS POSSIBLE FOR S/S AND SET UP WITH:

A. THREE DESKS OR WORKING TABLES FOR OFFICERS AND THREE TYPING TABLES FOR SECRETARIES WITH ADEQUATE LIGHTING.

B. TELEPHONES - A MINIMUM OF THREE - ONE FOR EACH DESK, EACH HAVING A SEPARATE EXTENSION OFF THE EMBASSY SWITCHBOARD, IF POSSIBLE, OR THREE SEPARATE COMMERCIAL LINES IF NOT.

C. NORMAL OFFICE SUPPLIES AND FORMS.

D. ONE CONFERENCE TYPE TABLE.
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E. ONE BEST AVAILABLE COPYING MACHINE - ARRANGEMENTS SHOULD BE MADE FOR 24-HOUR SERVICING OF THE MACHINE AND/OR A BACKUP MACHINE.

F. TWO COPIES EMBASSY PHONE BOOK, THE POST REPORT, ONE DIPLOMATIC LIST, AND ANY OTHER USEFUL PAMPHLETS OR INFORMATION.

G. THREE ELECTRIC TYPEWRITERS, LARGE (PICA) TYPE ESSENTIAL, PREFERABLY IBM SELECTRIC. IF SELECTRIC UNAVAILABLE, TYPE FONTS SHOULD BE COMPATIBLE.

H. THESE OFFICES SHOULD BE WITHIN A SECURE AREA OR HAVE CONTROLLED ACCESS USING MSGS.

5. GROUND TRANSPORTATION.

A. FOR DURATION OF SECRETARY'S VISIT TO YOUR POST, PROVIDE INDIVIDUALLY ASSIGNED CARS TO THE FOLLOWING:

(1) LIMOUSINE FOR SECRETARY (WITH SECURITY CLEARED CHAUFFEUR);

(2) ONE VEHICLE WITH DRIVER FOR SECRETARY'S SPECIAL ASSISTANTS;

(3) ONE VEHICLE WITH DRIVER FOR SECRETARIAT STAFF (S/S);

(4) TWO VEHICLES WITH DRIVERS FOR USSS AGENTS.

(5) ONE VEHICLE WITH DRIVER FOR WHCA PERSONNEL.

POST MUST NOT PLAN ON USE OF THE ABOVE INDIVIDUALLY ASSIGNED VEHICLES FOR OTHER PURPOSES.

B. WILL HOST GOVERNMENT PROVIDE ANY LOCAL CONFIDENTIAL

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TRANSPORTATION? IF SO, WHAT?

C. POST SHOULD FURNISH AT EARLIEST POSSIBLE DATE CAR ASSIGNMENTS INCLUDING ESCORT OFFICERS AND OTHER ARRANGEMENTS TO BE USED IN TRANSPORTING PARTY TO AND FROM AIRPORT, PLUS MEETINGS AND/OR CONFERENCES OF OFFICIAL PARTY.

D. PLEASE FURNISH ESTIMATE OF DRIVING TIMES FOR:

(1) AIRPORT TO EMBASSY;

(2) AIRPORT TO FOREIGN MINISTRY;

(3) AIRPORT TO RESIDENCE;

(4) RESIDENCE TO EMBASSY;

(5) RESIDENCE TO FOREIGN MINISTRY;

(6) EMBASSY TO FOREIGN MINISTRY;

(7) OTHER KNOWN DRIVING TIMES, SUCH AS HOTEL OR EMBASSY OR RESIDENT TO SPECIFIC LOCATION OF OFFICIAL RECEPTIONS OR OTHER FUNCTIONS.

6. COMMUNICATIONS.

A. TELEPHONE COMMUNICATIONS SHOULD ALLOW FOR TWO SIMULTANEOUS VOICE CONVERSATIONS WITH THE WHITE HOUSE FOR DURATION OF SECRETARY'S VISIT TO YOUR POST.

ADVISE SOONEST WHETHER THIS CAPABILITY PRESENTLY EXISTS. IF SO YOU SHOULD MAKE APPROPRIATE ARRANGEMENTS WITH LOCAL TELEPHONE COMPANY TO PROVIDE PRIORITY OVERRIDE FOR SECRETARY IN EVENT TELEPHONE CIRCUITS REQUIRED.

WE WISH TO EMPHASIZE THAT THE NEED IS FOR PRIORITY OVERRIDE. SEPARATELY-LEASED DEDICATED LINES ARE NOT REQUIRED.

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B. S/S REQUIREMENTS DISCUSSED SEPTTEL.

C. POST WILL BE EXPECTED TO PROVIDE 24 HOUR COVERAGE DUE TO ADDITIONAL HIGH PRECEDENCE TRAFFIC TO AND FROM PARTY. COVERAGE SHOULD COMMENCE 12 HOURS PRIOR TO ARRIVAL OF PARTY AND CONTINUE 12 HOURS AFTER DEPARTURE OF PARTY. POST SHOULD ADVISE BUREAU PROMPTLY OF ANY TDY COMMUNICATOR REQUIREMENTS.

D. CAN POST INFORMALLY ARRANGE FOR LOCAL NEWS SERVICE TO MAKE AVAILABLE EXTRA COPY ITS TICKER TAPE AT NO COST? IF NOT FEASIBLE, ADVISE RENTAL COST THIS SERVICE.

E. WE WILL REQUIRE A LAND LINE TELEPHONE CONNECTION BETWEEN THE SPECIAL ASSISTANTS' OFFICE (PARAGRAPH 4-B-1) AND THE AIRCRAFT.

7. FUNDING.

A. STATE WILL PAY HOTEL ROOM COSTS INCLUDING SERVICE CHARGES AND TAXES FOR ALL S/S AND SY ADVANCE

TEAMS. THESE STATE MEMBERS WILL PERSONALLY PAY FOR ALL OTHER CHARGES ON THE HOTEL BILL INCLUDING MEALS, LAUNDRY, BEVERAGES, ETC. POSTS SHOULD INSTRUCT HOTEL IN ADVANCE TO PREPARE (1) FOLIOS FOR THE COST OF THE ROOMS FOR PAYMENT BY THE POST AND (2) SEPARATE FOLIOS FOR PERSONAL PAYMENT BY INDIVIDUAL TRAVELLERS PRIOR TO DEPARTURE.

FOR (1) CHARGE APPROPRIATION 1940113, ALLOTMENT 1001, OBLIGATION 402259, OBJECT 2589.

B. U.S. SECRET SERVICE ADVANCE TEAMS ARE TO BE HANDLED AS STATE TRAVELLERS IN PARAGRAPH A ABOVE. IN ADDITION, RENTAL CARS FOR THE USSS AND OTHER SERVICES IF REQUIRED AND APPROVED BY THE AGENT IN CHARGE SHOULD BE PAID.

CHARGE APPROPRIATION 1940113, ALLOTMENT 2034.

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C. ADVANCE WHCA PERSONNEL WILL PAY THEIR OWN HOTEL BILLS, IN EVENT THEY RENT HOTEL SPACE FOR OFFICIAL PURPOSES AND WHCA TRIP OFFICER AUTHORIZES THE EXPENDITURE IT MAY BE CHARGED TO APPROPRIATION 1940113, ALLOTMENT 2034. THE LATTER ALSO APPLIES TO VEHICLE RENTALS FOR WHCA.

D. FOR ALL HOTEL ROOM EXPENSES (PARAGRAPH A ABOVE) CHARGED TO STATE APPROPRIATION 1940113, ALLOTMENT 1001, OBLIGATION 402259, OBJECT 2589, COPIES OF ALL OBLIGATING DOCUMENTS (PURCHASE ORDERS, CONTRACTS, ETC.) TOGETHER WITH COPIES OF PAID BILLS FOR EACH INDIVIDUAL SHOULD BE FORWARDED TO S/S-EX, ATTN.: MR. ROBERT M. MILLER. THIS IS IN ADDITION TO THE REQUIREMENTS FOR REPORTING EXPENDITURES UNDER FS-477 PROCEDURES.

E. FOR ALL CHARGES (PARAGRAPHS B AND C ABOVE) TO STATE APPROPRIATION 1940113, ALLOTMENT 2034 TWO SEPARATE FS-477S (FOR USSS, AND WHCA) EACH SUPPORTED BY PAID BILLS SHOULD BE SENT TO DEPARTMENT, ATTN.: MR. KEN DAY, BF/FS.

F. REGIONAL BUREAUS WILL ISSUE ORDERS AND FUND ANY COSTS FOR TDY EMPLOYEES DETAILED TO POST TO SUPPORT VISIT.

G. POST WILL FUND ALL OVERTIME COSTS (AMERICAN AND LOCAL), PRINTING, RENTALS, SUPPLIES, VEHICLE

RENTALS OR OTHER RELATED EXPENSES.

H. MAKE PROVISION FOR ACCOMMODATION EXCHANGE
AT AIRPORT AND AT CHANCERY FOR THE DURATION OF THE
VISIT (PRE-PACKAGED MONEY IS RECOMMENDED).

ANY QUESTIONS REGARDING FUNDING INSTRUCTIONS SHOULD
BE SENT TO S/S-EX, MR. ROBERT M. MILLER.

8. GIFTS.

WE DO NOT PLAN EXCHANGE OF GIFTS AT MINISTERIAL
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LEVEL UNLESS YOU RECOMMEND OTHERWISE.

9. MISCELLANEOUS.

A. ADVISE OF ANY LOCAL HOLIDAYS, WORKING CONDITIONS
OR SPECIAL SITUATION (I.E., STRIKES, CURTAILMENT OF
SERVICES, ETC.) THAT MIGHT AFFECT THE VISIT.

B. ADVISE OF ANY SPECIAL PRECAUTIONS YOU DEEM
NECESSARY CONCERNING POTABILITY OF WATER.

C. ADVISE LOCAL ELECTRIC CURRENT CHARACTERISTICS
(VOLTAGE AND CYCLES).

D. PLEASE FURNISH ANTICIPATED LOCAL WEATHER
CONDITIONS, INCLUDING AVERAGE HIGH AND LOW TEMPERATURES,
SO THAT MEMBERS OF PARTY CAN BE GUIDED ACCORDINGLY WH
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Message Attributes

Automatic Decaptioning: Z
Capture Date: 01 JAN 1994
Channel Indicators: n/a
Current Classification: UNCLASSIFIED
Concepts: MINISTERIAL VISITS
Control Number: n/a
Copy: SINGLE
Draft Date: 27 FEB 1974
Decaption Date: 28 MAY 2004
Decaption Note: 25 YEAR REVIEW
Disposition Action: RELEASED
Disposition Approved on Date:
Disposition Authority: golinofr
Disposition Case Number: n/a
Disposition Comment: 25 YEAR REVIEW
Disposition Date: 28 MAY 2004
Disposition Event:
Disposition History: n/a
Disposition Reason:
Disposition Remarks:
Document Number: 1974STATE038882
Document Source: CORE
Document Unique ID: 00
Drafter: EX:KDJENKINS:MKWM
Enclosure: n/a
Executive Order: GS
Errors: N/A
Film Number: P750001-0986
From: SS
Handling Restrictions: n/a
Image Path:
ISecure: 1
Legacy Key: link1974/newtext/t1974027/aaaaagjp.tel
Line Count: 306
Locator: TEXT ON-LINE, ON MICROFILM
Office: ORIGIN SS
Original Classification: CONFIDENTIAL
Original Handling Restrictions: EXDIS
Original Previous Classification: n/a
Original Previous Handling Restrictions: n/a
Page Count: 6
Previous Channel Indicators: n/a
Previous Classification: CONFIDENTIAL
Previous Handling Restrictions: EXDIS
Reference: n/a
Review Action: RELEASED, APPROVED
Review Authority: golinofr
Review Comment: n/a
Review Content Flags: ANOMALY
Review Date: 22 AUG 2002
Review Event:
Review Exemptions: n/a
Review History: RELEASED <22 AUG 2002 by shawdg>; APPROVED <24 DEC 2002 by golinofr>
Review Markings:

Declassified/Released
US Department of State
EO Systematic Review
30 JUN 2005

Review Media Identifier:
Review Referrals: n/a
Review Release Date: n/a
Review Release Event: n/a
Review Transfer Date:
Review Withdrawn Fields: n/a
Secure: OPEN
Status: NATIVE
Subject: SECVISIT
TAGS: OVIP, AFSP, SA, (KISSINGER, HENRY A)
To: JIDDA
Type: TE
Markings: Declassified/Released US Department of State EO Systematic Review 30 JUN 2005